FILEMAN TRAINING

1. INTRODUCTION

2. OVERVIEW AND BASIC TERMINOLOGY

3. GETTING STARTED

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FILEMAN
INTRODUCTION

FILEMAN CLASS DESIGN

- Functions of **FileMan**

- **FileMan** as VistA database management system.

- Features of **FileMan**

- How used throughout most VistA applications

FILEMAN

INTRODUCTION

References are available electronically at

http://www.va.gov/vdl
http://www.hardhats.org

References include:

- *VA FileMan Getting Started Manual*

- *VA FileMan User Manual*

- *VA FileMan Programmer Manual*

FILEMAN
INTRODUCTION

Related Manuals and Other References

- *VA FileMan V. 22.0 Release Notes* (PDF)
- *VA FileMan V. 22.0 Installation Guide* (PDF)
- *VA FileMan V. 22.0 Technical Manual* (PDF)
- *VA FileMan V. 22.0 Advanced User Manual* (HTML)
- *VA FileMan V. 22.0 Programmer Manual* (HTML)

FILEMAN

INTRODUCTION

VISTA

Veterans Health Information Systems and Technology Architecture (**V**_IST_**A**), formerly known as the Decentralized Hospital Computer Program (DHCP) System

FILEMAN
INTRODUCTION

What is FileMan?

A computer database in VistA which organizes your data, storing it in fields, records, and files, much as you might arrange and preserve information on paper.

FILEMAN
INTRODUCTION

- Can be used as a standalone database,

- Can be used as a set of interactive or "silent" routines

- Can be used as a set of application utilities;

- In all modes, it is used to define, enter, and retrieve information from a set of computer-stored files, each of which is described by a data dictionary.

FILEMAN
INTRODUCTION

Features
- A report writer
- A data dictionary manager
- Scrolling and screen-oriented data entry
- Text editors
- Programming utilities
- Tools for sending data to other systems
- File archiving

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

TERMS

- Database and Files
- Files, Records, and Fields
- Printing Records from Files
- Adding and Editing Records
- LAYGO File Access
- Scrolling Mode vs Screen Mode

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

• A **database** contains all the data files on computer system. Example:

Database
- • Patient File
- • Blood File
- • Provider File
- • Prescription File
- • Order File
- • Scheduling File
- • Etc.……

NOTE: There are many more files than this in VistA databases!

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

FILE

- All of the records containing like data are collected and stored in the same **file**.

- Example:

  – All patient records are stored in the PATIENT file (#2)

  – All computer user records are stored in the NEW PERSON file (#200).

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

FILE

- To look up a patient, you know that the file to go to is the PATIENT file.

- To do a report on all patients, you would generate the report from the PATIENT file.

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

- EXAMPLE

```
INPUT TO WHAT FILE: PATIENT// <RTN>
EDIT WHICH FIELD: ALL// STATE <RTN>
THEN EDIT FIELD: <RTN>

Select PATIENT NAME:  SMITH,JOHN
STATE:  ??
CHOOSE FROM:
ALABAMA
ALASKA
ARIZONA
   :
STATE: COLORADO
```

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

RECORD

- A group of fields of data.

- Has a name (a patient name for a patient record).

- Name is used to recall the record for editing or for printing out.

- Also known as file *entries*.

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

RECORD

- a record for a patient might have various fields such as NAME, AGE, ADMISSION DATE, etc. for a single patient.

- Each record for a patient contains the same set of fields (places to fill in information)

- An Example Showing Several Patient Records:

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

Patient Name: SMITH, KEVIN
DOB: 3/1/46

Patient Name: SMITH, KEITH
DOB: 11/30/61

Patient Name: SMITH, JOHN
DOB: 8/1/53
SEX: M
SSN: 099-86-3215
MARITAL STATUS: MARRIED

Address:
  555 Dunstable Parkway
  San Francisco, CA 33456

Telephone: 700-555-5432

SERVICE CONNECTED: YES
SERVICE ENTRY DATE: 6/1/71

Three patient records!

Individual fields within a record.

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

FIELD

Each **FIELD** in a record functions just like a blank on a form. When editing a record, each field prompt reveals what type of data to enter.

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OVERVIEW, BASIC TERMINOLOGY

NINE BASIC FIELD TYPES

These fields allows only certain kinds of information, just as a blank on a form might require you to enter only numbers.

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OVERVIEW, BASIC TERMINOLOGY

ABOUT EACH FIELD TYPE

- DATE/TIME Fields
- NUMERIC Fields
- SET OF CODES Fields
- FREE TEXT Fields
- WORD-PROCESSING Fields
- COMPUTED Fields
- POINTER TO FILE Fields
- VARIABLE-POINTER Fields
- Subfiles (Multiples)

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OVERVIEW, BASIC TERMINOLOGY

DATE/TIME

- Examples:

```
DATE OF BIRTH: MAR 3, 1955
APPOINTMENT: 20 JUL
APPOINTMENT: 20 JUL 99@4PM
T@0330(or T@03:30)is Today at 3:30
  AM
```

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OVERVIEW, BASIC TERMINOLOGY

- **Acceptable Formats for Entering Dates**

```
JULY 20, 1999 or July 20, 1999
7/20/99
20 JUL 99
10jul99
10 jul 99
072099
```

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

- **DATE SHORTCUTS/ABBREVIATION**

  T for today
  T-1 for yesterday
  T+1 for tomorrow
  Combine **T** with **D** for day, **W** for week, or **M** for month
  TODAY or **Today** or **T** or **t** for Today
  TODAY+1 or T+1 or t+1 for Tomorrow
  TODAY-7 or T-7 or t-7   for One week ago
  TODAY+3W or T+3W or t+3w for Three weeks hence.

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OVERVIEW, BASIC TERMINOLOGY

NUMERIC

- Work very much like FREE TEXT fields, except:
  - input is restricted to valid numbers
  - restrictions as to how small or large a number is allowed
  - how many decimal places are allowed.
- A question mark retrieves Help
- Example:

```
HEIGHT (cm): 196
```

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OVERVIEW, BASIC TERMINOLOGY

SET OF CODES
- Fields are pre-set to accept coded information, (usually only one or two characters long).
- Each code in a SET represents a word or a series of words. (Codes Y and N for YES and NO.
- Code is entered at this prompt instead of the entire word. Entering anything other than an acceptable code is reject your response.
- A question mark retrieves Help.

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OVERVIEW, BASIC TERMINOLOGY

Example:

```
Select PATIENT NAME: HENRY,JOHN
SMOKER: ?
   Chose from:
      S      SMOKER
      N      NON-SMOKER
SMOKER:N NON-SMOKER
```

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OVERVIEW, BASIC TERMINOLOGY

FREE TEXT

- Enter almost any character from your keyboard

- Accepts numbers, letters, and most of the symbols

- A question mark ("?") in response to the prompt generates the number of characters allowed

EXAMPLE 1

```
ADDRESS: 235 Begonia Street
```

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

EXAMPLE 2:
   Input is checked to make sure it is proper in length, containing all digits.


```
SSN: abcde <RET>   ??
    ANSWER MUST BE 9 CHARACTERS IN
LENGTH
    SSN: 99999 <RET>   ??
    ANSWER MUST BE 9 CHARACTERS IN
LENGTH
    SSN: 33233290 <RET>   ??
    ANSWER MUST BE 9 CHARACTERS IN
LENGTH
    SSN: 034232343 <RET>
```

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

WORD PROCESSING

- Contains unlimited amounts of text data

- Suitable for mail messages, physician notes, and descriptions.

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

COMPUTED

- used to output a value computed at run-time in a report
- cannot edit the value of a COMPUTED field

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

NOTES:

- Output is a patient's current age based on whatever today's date is.

- Cannot edit the AGE field, but is used it to print out the current age of the patient.

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OVERVIEW, BASIC TERMINOLOGY

POINTER TO A FILE

- Directs the computer to another file for information.

- PATIENT file field asks for patient's STATE. The field"points" to the STATE file.

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OVERVIEW, BASIC TERMINOLOGY

- Commonly used information as states can be stored in a single STATE file.

- Every file (PATIENT, VENDOR, INSURANCE, etc.) needing to record a value for STATE can use a POINTER TO A FILE field to the STATE file to store that information.

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

Example:

```
INPUT TO WHAT FILE: PATIENT// <RTN>
EDIT WHICH FIELD: <RTN>
THEN EDIT FIELD: <RTN>


Select PATIENT NAME: SMITH,JOHN
STATE: ??
CHOOSE FROM:
   ALABAMA
   ALAKA
   ARIZONA

   STATE:   COLORADO
```

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

VARIABLE POINTER

- Like the regular POINTER TO A FILE

- One difference: the VARIABLE-POINTER points to a single record in one of several files.

- Regular POINTER TO A FILE can point to a single record in only one file.

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

- PATIENT file, might use a VARIABLE-POINTER to identify a Provider

- The Provider might be a Staff Provider, stored in the PROVIDER file, or an Outside Provider, stored in another file.

Example
```
PROVIDER: MCCOY,LEONARD M
     Searching for a Staff Provider
     Searching for a Outside Provider

     MCCOY,LEONARD M ...OK? YES// <RET>
     (YES)
```

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

SUBFILES (MULTIPLES)

- Sometimes, a single field in a record is not enough to hold all the information required.

- Example: keeping track of the appointment history for a patient.

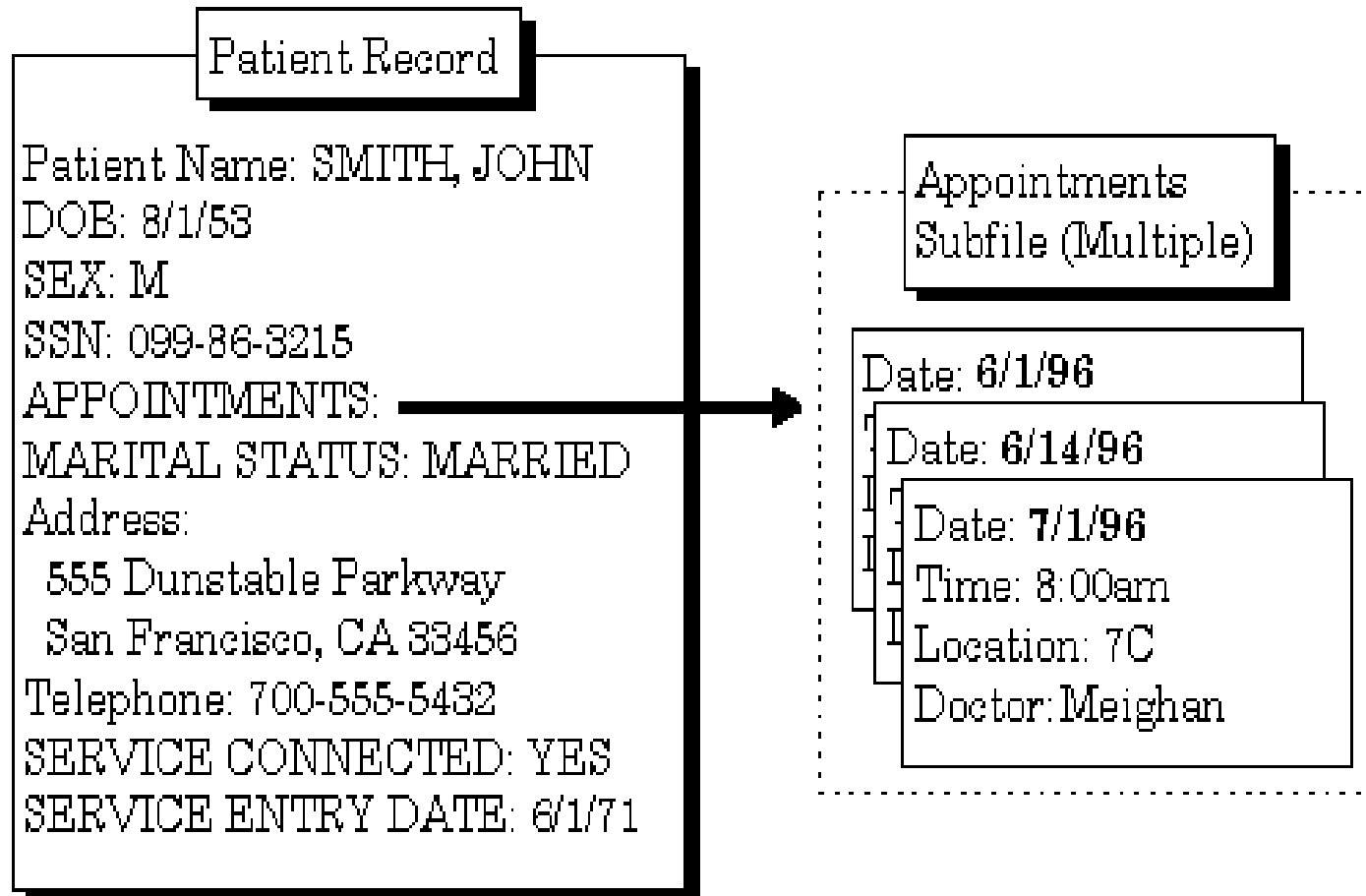- An ordinary field holds enough information to record a single appointment.

FILEMAN

OVERVIEW, BASIC TERMINOLOGY

- Each appointment has its own information which needs to be stored (date, time, location, doctor, etc.)

- Within an individual record, a Subfile (Multiple) can be used to hold this type of information.

FILEMAN
OVERVIEW, BASIC TERMINOLOGY

- EXAMPLE

Patient Record

Patient Name: SMITH, JOHN
DOB: 8/1/53
SEX: M
SSN: 099-86-3215
APPOINTMENTS: →
MARITAL STATUS: MARRIED
Address:
  555 Dunstable Parkway
  San Francisco, CA 33456
Telephone: 700-555-5432
SERVICE CONNECTED: YES
SERVICE ENTRY DATE: 6/1/71

Appointments Subfile (Multiple)

Date: 6/1/96
Date: 6/14/96
Date: 7/1/96
Time: 8:00am
Location: 7C
Doctor: Meighan

FILEMAN

GETTING STARTED

DISPLAYING INFORMATION

- Inquire
- Print
- Search
- Browser
  -

FILEMAN
GETTING STARTED

INQUIRE

- Inquire to File Entries Option
- CAPTIONED Output
- SORT Templates
- Choose Your Own Print Fields
- Choose Your Own Device

FILEMAN
GETTING STARTED

PRINT

- How to Print Reports from Files

- Print Capabilities

- Standard Column Format

FILEMAN
GETTING STARTED

- **SORTING**

  – Specify SORT BY Fields
  – Sorting Order
  – Sorting to Select Entries for Printing
  – Including Entries with Null Fields in your Sort (Start with @)
  – Sort Qualifier Reference
  – Saving Sort Criteria (SORT Templates)

FILEMAN
GETTING STARTED

CHOOSING PRINT FIELDS

- Specify Fields to Print

- Print Qualifier Reference

- Saving Print Criteria (PRINT Templates)

- The CAPTIONED PRINT Template:[CAPTIONED

- Printing Statistics Only (Totals, Counts, etc.)

FILEMAN
GETTING STARTED

OTHER PRINT FEATURES

- Multiple Copies of a Print

- Report Headings

- Suppressing Report Headings (and Page Feeds)

- Custom Headings and Footers

- Printing Sort Criteria in the Heading or the Footer

FILEMAN
GETTING STARTED

SEARCH

- How to Search

- Search Steps

  - Enter Conditions

  - Combine Conditions

  - Format Output

FILEMAN
GETTING STARTED

- Details and Features

  - Sorting and Searching

  - SEARCH Templates

  - Internal vs External Field Values for Search Conditions

  - Print Number of Matches Found

  - Searching Multiples

FILEMAN

GETTING STARTED

- The Browser Screen

- Browser Features
  - Cursor Movement (Navigation Keystrokes)
  - Clipboard
  - Search
  - Online Help
  - Other Features
  - The Browser as an Option

FILEMAN

GETTING STARTED

FileMan provides special tools for entering and
editing data into this kind of a field.

Two **FileMan** editors
(described in their own chapters
in *Getting Started Manual)*

– Screen Editor

– Line Editor

FILEMAN
GETTING STARTED

LINE EDITOR

- is a scrolling mode editor
- enter text one line at a time and can only edit lines one at a time
- scrolling mode interface can be cumbersome
- Commands:
  - List
  - Add
  - Join
  - Insert
  - Delete

FILEMAN
GETTING STARTED

LINE EDITOR

Advanced Features include:
- File Transfer
- Text Terminator
- Programmer Edit
- Editor Change
- Transfer Text

FILEMAN

GETTING STARTED

SCREEN EDITOR

- displays consists of a status bar at the top and a ruler at the bottom; create and edit text between the two status bars i

- type your text normally

- automatically wraps lines of text to fit within the left and right margins

FILEMAN
GETTING STARTED

- no need to press the Enter/Return key at the end of each line

- accepts any printable characters as keyboard input.

- cannot be used to edit text that contains control characters

FILEMAN
GETTING STARTED

SCREEN EDITOR

Uses <PF> keys for
- Cursor Movement (Navigation)
- Saving and Exiting
- Finding Text
- Formatting Paragraphs
- Cutting and Pasting
- Deleting
- Settings/Modes

FILEMAN
GETTING STARTED

How to Select Your Preferred Editor
- At any menu prompt, enter **"TBOX"** to go to the User's Toolbox menu.

- Choose the **Edit User Characteristics** option from the User's Toolbox menu.

FILEMAN
GETTING STARTED

- At the "Select TERMINAL TYPE NAME: " prompt, you can usually just accept the default by pressing the Enter/Return key (**<RET>**).

- You are now placed in a ScreenMan form where you can edit your user characteristics. Press **<ArrowDown>** until your cursor arrives at the "PREFERRED EDITOR:" prompt

FILEMAN

GETTING STARTED

- At the "PREFERRED EDITOR:" prompt, you can choose your Preferred Editor.

- Enter two question marks (**"??"**) to get a list of the available editors on your system.

- Choose one as your Preferred Editor and then press the Enter/Return key (**<RET>**). The Screen Editor is usually a good choice.

FILEMAN
GETTING STARTED

- Press **<PF1>E** to exit the **ScreenMan** form. If you are asked whether to save changes before leaving the form, answer **YES**.

- Your Preferred Editor should now be set to the editor you've chosen. This is the editor that will be used whenever you edit the contents of a WORD-PROCESSING field.

FILEMAN

GETTING STARTED

EDITING RECORDS

FileMan Prompts

- The <RET> Key
- Standard Prompt Structure
- Responding to Prompts
- Getting Online Help at Any Prompt (Enter? Or ??)
- Incorrect Responses

FILEMAN

GETTING STARTED

EDITING RECORDS

- Partial Responses
- Default Responses
- Longer Default Responses and the "Replace...With" Editor
- Prompts with a List of Choices
- Key Fields

FILEMAN

GETTING STARTED

Special Responses to Field Prompts

- Deleting a Field's Value (@)
- Jumping to Another Field with the Up-Arrow (^)
- Exiting with the Up-Arrow (^)
- Exiting with the Up-Arrow (^^)
- Mandatory (Required) Fields
- Spacebar Recall
- Typical Data Entry Session

FILEMAN

GETTING STARTED

ADDING AND DELETING RECORDS

- .01 Field
- How to Add a Record
- Adding a Duplicate Record (Use Quotes)
- How to Delete a Record
- Repointing When Deleting Records
- Adding Records at a POINTER TO A FILE Field
- Adding and Deleting from Multiples
- Enter or Edit File Entries Option

FILEMAN

GETTING STARTED

SCREENMAN

The ScreenMan Screen

Cursor Movement (Navigation Keystrokes)
– How to Navigate Between Fields
– How to Navigate Between Pages
– Saving and Exiting
– Command Line Options (SAVE, EXIT, etc.)

FILEMAN
GETTING STARTED

COMMANDS

- – Available Commands
- – LIST: List the Message
- – ADD: Append More Text
- – JOIN: Combine Two Lines of Text
- – INSERT: Insert New Line(s) of Text Between Existing Ones
- – DELETE: Delete a Line or Lines

FILEMAN

GETTING STARTED

ADVANCED FEATURES

– <u>File Transfer (Use When Uploading ASCII Text)</u>

– Text Terminator-String Change

– Programmer Edit (Edit Lines with M Commands)

– Editor Change: Switch Editors

– Transfer Text (from Another WORD-PROCESSING Field)

- end